



**LINCOLN**  
Parks and Recreation

## ATHLETIC FIELD RENTAL REGULATIONS

**Team Sports Office**  
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Office hours: 8 AM to 4:30 PM on weekdays, except holidays

### 1. Priority of Department Programming

Parks and Recreation Department programs have priority use of athletic fields and facilities. Rentals may be scheduled at those times when Department activities are not scheduled. The Department reserves the right to cancel previously approved field or facility rentals if the need arises.

### 2. Appropriate Rental Uses

Rental use is limited to activities determined to be athletic or recreational in nature. Acceptable uses are ones like what our department would normally conduct. Examples include, but are not limited to, baseball, softball, flag football, soccer, volleyball, and kickball.

### 3. Special Use Permit

A Special Use Permit is required for use of City ball fields for which the event limits access by the public by way of paid admission and/or registration to attend or participate in said event. Special Use Permits are designed to provide complete ease and functionality toward a group that will be hosting a large group event on park property. The completion of a Special Use Permit form provides the host with a permit that allows them to host their event on park property. Special Use Permits carry a fee of \$110.00; and require a Certificate of Liability Insurance for \$1,000,000.00 aggregate naming the City of Lincoln as an additional insured.

### 4. Renter's Collection of Money on Site

No fees or donations may be collected by the renter on City property unless a Permit to Conduct Business on Park Property has been granted by the City of Lincoln to do so (as per Section 12.08.320 of Municipal Code). The Permit to Conduct Business on Park Property has a fee of \$25.00 and an insurance requirement, which should be filled out with other rental forms provided by the Athletics Office. Depending on the activity or the nature of the rental, a Special Use Permit and/or a License may be required.

### 5. Cancellations and Refunds

**Deposits are NON-REFUNDABLE.** Refund requests are subject to a \$25.00 service charge and must be made at least seven (7) working days prior to the rental date.

### 6. Set-up and Clean-up

All renters are responsible for initial set-up and for clean-up immediately following use. Set-up and clean-up time must be included in the rental time. If rental includes use of fields at Mahoney Park during City of Lincoln softball programming, a \$75.00 field preparation fee will be applied to the rental. All Mahoney fields **MUST BE** vacated by 1:00 pm on Sundays.

### 7. Park Closing Regulation

By City ordinance ALL City parks must be closed, and the premises vacated by **11:00 pm**. Any exception to the 11:00 pm rental deadline must be granted prior approval by the Director of Parks and Recreation (as per Section 12.08.070 of Lincoln Municipal Code). To receive this approval, a written request must be submitted to the Director for temporary authorization of an extension of such hours for outdoor athletic events beyond regular park closing hours but shall not extend beyond 12:00 midnight. The dates during which such extended hours shall be in effect, and the specific park or parks to which such temporarily extended hours shall apply must be identified. Any Director approval of extended hours request must be granted in writing and attached as an authorized request to the field use application or Special Use Permit.

### 8. Responsibility for Damage

In the event of damage to the field, facility, and/or equipment, it will be the financial responsibility of the renter to replace and/or repair such damage, under the indemnification agreement in the Special Use Permit or field use application.

## 9. Alcoholic Beverages

Per Section 12.08.270 of Lincoln Municipal Code, it shall be unlawful for any person to consume or possess any alcoholic liquor in any park or park facility; provided, however, the above prohibition shall not apply to properly licensed or permitted according to the Nebraska Liquor Control Act.

## 10. State Fire Regulations

Renters must abide by State Fire Regulations. Smoking is not allowed at all City ballfields, including bleachers, concession buildings and surrounding areas, per the policy on tobacco use adopted as a rule and regulation of the Department under Section 12.08.330 of the Lincoln Municipal Code. The tobacco ban includes products burned, inhaled, chewed or other forms of ingestion. E-cigarettes are included in the tobacco ban policy.

## 11. Compliance with Rules during Rentals

Renters must abide by rules and regulations that pertain to the areas and equipment being used at each field/complex. If, during the rental period, the activity is out of control or not in accordance with the purpose for which it was rented, the rental will be immediately terminated and any unused portion of the rental fee will be forfeited, and subject to payment for any damage that may have occurred.

## 12. Keys

- a. If keys are needed for the event, and available for issue by the Team Sports Office, a **\$50.00 CASH** deposit is required.
- b. Keys are to be returned to the Team Sports Office within one week of the completion of the event.

## 13. Sub-leasing is Prohibited

Any Special Use Permit or field use application for use of a field / complex / property shall not be assigned without the prior written consent of the City. Subleasing of any field/complex/property rented, without prior written City authorization will result in termination of any current agreement in place, and future restrictions or denial for use of fields / property owned and operated by the City of Lincoln.

## 14. Field Use Expectations

- a. Use **ONLY** the facilities and equipment approved for use. **Do Not** use lights, sprinkler systems, maintenance equipment, city supplies, etc. unless prior approval has been granted.
- b. Field use is for a specific time. Games/events are to end within the time frame identified on the Field Use Application or Special Use Permit.
- c. Motor vehicles are not to be on any part of the field, sidewalk, trails, grass, or any other area not authorized for motor vehicles (this includes 4-wheelers & lawn tractors performing field maintenance).
- d. “Soft Toss” batting practice against fences is **NOT** permitted.
- e. **Do Not** move permanent pitching rubbers or home plates.
- f. Make sure all equipment and bases are picked up, and the storage area is locked before leaving the field. Keep storage areas **locked and organized**.
- g. Pick up and dispose of all trash / litter.
- h. **Do Not** remove bases or equipment from field.
- i. If access to field lights is granted, lights should not be turned ON more than 45 minutes prior to sunset.
- j. Tents or other structures needing ground stakes are not to be used in or around any of the athletic fields or complexes.

## 15. Cancellations / Rain Outs / Inclement Weather

The Department reserves the right to cancel any scheduled event/game without notice. Refusing to abide by said decision of the Department could result in sanctions up to and including loss of future field use.

- a. In the event of inclement weather on a workday, a decision on usage will be made by the Department between the hours of 7:00 am and 4:00 pm. The Department will contact the renter and advise them of the decision.
- b. Outside of the workday, on the weekend, or on holidays, a decision on field use will be made by the renter. The renter is responsible for all damage caused to the playing field because of playing when conditions are unfavorable. (See “8. Responsibility for Damage”).